



FAISAL KHALID

Current Location: Main Harley Street,
Rawalpindi, Pakistan

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PROFILE

Dependable administrative office professional with over 7 years of experience. Highly skilled with an eye for identifying and correcting errors. Commitment to upholding company policies and procedures when working with staff members and motivating team. Capable in managing multiple tasks simultaneously and meeting tight deadlines. Enthusiastically seeking a role in which a strong work ethic and resourceful nature will be highly valued.

Available Immediately

SKILLS

- Adaptability and Flexibility
- Team Leadership and Motivation
- Trustworthiness
- Multi Task Management
- Travel Coordination
- MS office ,Opera
- Invoice processing & Billing
- Confident Communicator and negotiator
- Fully Discreet and Confidential
- Basic Bookkeeping(QuickBooks)

WORK HISTORY

Al Jamal General Land Transport LLC, Dubai

Office Administrator (July 2018 - December 2020)

- Established and administered operating policies which ensured work effectiveness.
- Executed general office duties including answering calls, prepared quotations, handling mails.
- Entered client data accurately and efficiently in Excel spreadsheets.
- Conducted monthly account reconciliations and updated accounts receivables.
- Corresponded with clients regarding payment follow ups in a timely manner.

Achievements

- Organized office transition from paper invoice to QuickBooks that improved efficiency by 80%.
- Developed efficient filing for customer records and invoices which increased effectiveness by 90%.

Punjab Catering, Rawalpindi, Pakistan

Freelance Event Booking Manager (September 2016 - June 2018)

- Booked and delivered projects from proposal right up to delivery on time.
- Administered operational aspect of the projects to ensure efficiency.
- Communicated, developed and retained client relationships.
- Superintended over 20 team members and resolved conflicts.
- Ensured extraordinary customer services by providing leadership and motivation to team.

Faisal Khalid

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Falcon House Secondary School, Rawalpindi, Pakistan

Administrative officer (June 2012 - August 2016)

- Handled daily office operations, procedures and correspondence smoothly.
- Aided parents regarding school registration and admission.
- Offered secretarial support to the Principal.
- Recruited and trained 7 teachers and support staff for School.
- Scheduled meetings, itineraries and travel arrangements.
- Managed school stationary requirements. Sourced most cost effective vendors. Saved 15% per year on school supplies.

Addiction Café, Islamabad, Pakistan

Guest Relations officer (August 2010 - November 2011)

- Ensured outstanding customer services. Increased word of mouth referrals by 15 %.
- Trained and supervised 3 new guest relation officers/hosts.
- Suggested seating layout that increased customer volume by 20%.
- Enhanced performance through continuous interaction and involvement.

Training / Marriot Hotel, Islamabad, Pakistan (March 2010 – June 2010)

- Completed orientation in different departments of hotel including, Front office, Housekeeping, Food & Beverages, Sales & Marketing and Laundry.
- Publishing offers & promotions for hotel's products in collaboration with local media.
- Identifying business mix of competitors through links.
- Accompanying sales team during sales calls, recording client's requirements.

TurnoTech Pvt. Limited, Islamabad, Pakistan

Administration Assistant (January 2009 - February 2010)

- Responded all the calls in a respectful and courteous way.
- Ensured all files updated, maintained and organized efficiently.
- Scheduled and coordinated meeting and appointments with clients.
- Sorted, reviewed, screened and distributed incoming and outgoing mail

Internship / Bank Alfalah Limited, Gujrat, Pakistan January 2008 – March 2008

EDUCATION

Master of Business Administration (M.B.A) 2008, Pakistan

Bachelor of Science (BS IT) 2006, Pakistan

Certificate in Hotel Management, 2010, Pakistan

PERSONAL INFORMAT

- **Marital Status:** Single
- **Languages Spoken:** English, Urdu/Hindi, Punjabi